

2709 Mail Service Center  
Raleigh, NC 27699-2709  
Division of Health Service  
Regulation

**Health Care Personnel Education and  
Credentialing Section**

Phone: 919-855-3790  
Fax: 919-733-9764  
N.C. Department of Health  
and Human Services

**NURSE AIDE I TRAINING PROGRAM  
APPLICATION INSTRUCTIONS**

This packet contains the Nurse Aide I Training program application and forms needed for program approval.

You may access the DHSR website at [www.ncnar.org](http://www.ncnar.org) for the state-approved curriculum, frequently asked questions, federal regulations and the additional forms needed to approve your application.

Your regional consultant will complete a review to ensure that your documents and policies are in compliance with federal and state regulations governing nurse aides and the N.C. Board of Nursing tasks for nurse aides ([www.ncbon.com](http://www.ncbon.com)). It will also be determined if your program proposal meets standards of educational excellence. You may contact your regional consultant at any point during the application process. You can obtain the contact information for your regional consultant at the following website: <https://info.ncdhhs.gov/dhsr/hcpr/consultants.html>.

Please email your Nurse Aide I Training Program Application and the following forms and attachments to Brenda Sanders at [brenda.sanders@dhhs.nc.gov](mailto:brenda.sanders@dhhs.nc.gov).

- Basic Equipment and Supply List
- Class Diagram(s)
- Course Schedule
- Faculty Approval Request Form and/or Edited List of Faculty
- Lab Diagram(s)

**NOTE:**

DHSR reserves 90 days to review your program application in accordance with 42 CFR §483.151(c).